

**KENTUCKY RETIREMENT SYSTEMS  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b> ACCOUNTING ASSOCIATE	
<b>DATE CLASS ESTABLISHED:</b> 12/01/2002	<b>DATE OF LAST REVISION:</b> 09/01/2007
<b>SELECTION METHOD:</b> 100% QUAL	<b>SALARY: (MIN-MID)</b> \$2,235 - \$2,793 <b>GRADE:</b> K

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** High school graduate

**EXPERIENCE:** Must have three years of accounting or bookkeeping experience.

**SUBSTITUTION FOR MINIMUM REQUIREMENTS**

**EDUCATION:** Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis

**EXPERIENCE:** None

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.)  
None

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs intermediate level technical work in the maintenance of accounting and financial records; and performs other duties as required.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Using PC and various other pieces of office equipment, posts, balances and reconciles accounting records either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Collects and processes employer and member contributions for deposit to the various pension funds. Performs and edits statistical analysis for review. Assists professional staff in preparing and maintaining accounting systems. Calculates accounting adjustments. Prepares retirement related audits and retirement refunds. Prepares financial schedules. Assists with the development of accounting policies and procedures.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.